

JP-MIRAI Privacy Policy

Japan Platform for Migrant Workers towards Responsible and Inclusive Society (JP-MIRAI, hereinafter referred to as "the Organization"), aims to make Japan "a country of choice and trusted by migrant workers around the world" where prosperous and sustainable society is materialized with improved working and living conditions for migrant workers following their responsible and stable recruitment including legal compliance, with companies and organizations that endorse and implement the Code of Conduct (Our Actions), an international standard.

In cooperation with all stakeholders to realize the principles above philosophy, the Organization will comply with the Act on the Protection of Personal Information (Act No. 57 of 2003), (hereinafter referred to as the "Act on the Protection of Personal Information"). The Organization believes that it is an essential requirement to securely protect the personal information of members and persons related to the Organization and implement the following:

Article 1. The Basic Concept

The Organization shall collect and handle information of the members (including those who intend to join the Organization), applicants to the events organized by the Organization, or consultees who use consultation and remedy service described in 3.2 (hereinafter referred to as "consultee") and others (hereinafter referred to as of "the persons related to the Organization"), to the extent necessary for the smooth operation of the various services provided by this Organization.

Information collected will be handled appropriately within the scope of the purpose of use.

Regarding the handling of personal information, the Organization shall comply with the Act on the Protection of Personal Information (Act No. 57 of 2003) (hereinafter referred to as the "Act on the Protection of Personal Information"), as well as the provisions of other related laws and regulations, the Organization shall comply with the provisions of this policy.

Article 2. Definition of Personal Information

Personal information refers to information about a living individual as

defined in Article 2, Paragraph 1 of the Personal Information Protection Act that can identify a specific individual by name, date of birth, or other description included in the information (including information that can be easily collated with other information and thereby identify a specific individual), or personal identification code (Article 2, Paragraph 2 of the Act on the Protection of Personal Information).

The Organization may also collect information that by itself does not fall under the category of personal information, pseudonymized information, or anonymized information (hereinafter referred to as "personal-related information") from the persons related to the Organization or a third party (in the case of a consultee, the information is obtained from Global Trust Networks, Inc. (hereinafter referred to as "GTN"), etc.). When a person related to the Organization provides personal information to it in order to participate in its activities or to use its projects, the Organization may link the said information with the personal information of the persons related to the Organization. If, as a result, the personally relevant information is perceived as personal information, it will be treated as personal information within the scope of the purposes of use described in Section 3.2.

*GTN operates the JP-MIRAI portal site ([JP-MIRAI portal](#)) and its applications, and GTN may obtain user information registered on them.

Article 3. Scope of information to be handled

1. Membership information

The Organization welcomes those who agree with the rules and principles established by our organization and who wish to join us in realizing the ideal acceptance of foreign workers as its members.

(1) When applying for membership, The Organization acquires the following personal information of members and retains it as personal data.

- The type of company/group application or individual application
- (Application as a company/organization) the full name of the company/organization or (Application as an individual) the company/organization to which it belongs
- Type of company/organization (business company, industry association, recruitment company, supervising organization/registration support organization, sending organization, municipalities, NGOs/NPOs, embassies), or individual attributes

(researchers, lawyers, administrative scriveners, licensed social insurance consultants, etc. and other individuals)

- Applicant's contact information (postal code, address, telephone number, e-mail address, etc.)
- His/her department, title, and the name of the person in charge or the name of the applicant
- Activities involving foreign workers
- Motivation to join
- The URL of the home page of the company/organization the applicants belong to
- The URL for investor information of the company/organization the applicants belong to
- Website/SNS URL (CSR report, human rights report, activity report, etc.) that describes activities related to foreign workers by the applicant or the company/organization to which the applicant belongs.
- Whether or not applicants agree to abide by the Organization rules and principles of conduct
- Whether or not there is an oath that there is no relationship with antisocial forces

(2) When the Organization receives activity plans and reports in accordance with the Principles of Action from members of The Organization, the Organization shall acquire the following personal information and retain it as personal data.

- Name of the member
- The date on which the above reports, etc. were submitted
- Contact email address
- Whether or not to publish the above activity plans and reports on The Organization's website
- The content of the annual activity plan in accordance with the principles of action of the Organization, the content of the activity reports every six months, etc.

(3) The Organization, JP-MIRAI Service Incorporated (hereinafter referred to as "JP-MIRAI Service"), or Japan International Cooperation Agency (hereinafter referred to as "JICA") may obtain personal information such as name, date of birth, age, address, telephone number,

occupation, and other necessary information and retain such information as personal data when necessary due to the nature of the matters, such as the acceptance of applications for participation.

2. Consultee's information

The Organization provides consultation and remedy service in collaboration with Japan International Cooperation Agency ("JICA") (hereinafter referred to as "JICA") and JP-MIRAI Service Incorporated Association (hereinafter referred to as "JP-MIRAI Service") respectively. (hereinafter collectively referred to as the "Consultation and Remedy Services"). (Hereinafter, the above two contact points are collectively referred to as the "Consultation and Remedy Service".)

The Consultation and Remedy Desk has entrusted a part of its operation to CINGA, a specified nonprofit corporation.

In the operation of the Consultation Remedy Desk, the Organization obtains the following personal information of the consultee and retains it as personal data.

(1) When using the Consultation and Remedy Desk, please provide the following information: name, date of birth, gender, country of origin, status of residence, period of stay, place of residence, occupation, language of use, year, date and month of entry, occupation, contact information (e-mail address/phone number), sending organization used when coming to Japan, supervising organization, the attributes of the place of employment and other consultee's matters concerning the working environment and living environment, whether or not the applicant is registered on the JP-MIRAI Portal Site or its application (hereinafter collectively referred to as the "JP-MIRAI Portal"), and the existence or non-existence of a certification code.

(2) In using the Consultation and Remedy Desk, depending on the content of the consultation, the Organization may ask applicants for sensitive personal information such as race, social status, and medical history, etc. (Article 2, Paragraph 3 of the Act on the Protection of Personal Information).

(3) If the consultee uses the Consultation and Remedy Desk after registering as a user on the JP-MIRAI Portal, the Organization will obtain the user information registered by the consultee on the JP-MIRAI Portal.

(4) If it is necessary due to the nature of the matter, such as acceptance

of applications for participation in public relations events, etc. conducted by the Organization, JP-MIRAI service, or JICA, applicants may be asked to register name, date of birth, age, address, telephone number, occupation, and other required information.

Article 4. Purpose of use

1. Membership information

(1) The Organization shall use the personal information of the members in Paragraph 1 (1) and (2) of Article. 3 for the following purposes.

- a. Providing information to the Organization, JP-MIRAI services, and foreign nationals (including those with foreign roots; the same shall apply hereinafter) executed by JICA.
- b. Fixed-point surveys and self-checks conducted by the Organization, JP-MIRAI Service, and JICA to ascertain problems related to the working and living environment of foreign workers in Japan, and feedback to related organizations such as companies and support organizations based on the survey.
- c. Use of information by the Organization, JP-MIRAI Service, and JICA for certification of good sending organizations, supervisory bodies, registration support organizations, and host companies
- d. Use in the "Consultation and Remedy Pilot Project" carried out by The Organization, JICA and CINGA.
- e. Use in the "Consultation and Relief Pilot Project for Foreign workers" conducted by The Organization, JP-MIRAI Service, and CINGA.
- f. Developing network with the potential supporters seeking for exchanges and support with foreign workers conducted and operated by JP-MIRAI Service (JP-MIRAI friends).
- g. Use of information for activities such as promotion and support of exchanges and initiatives among members of the Organization.
- h. Use of information in support of member's human rights due diligence and settlement of grievance mechanism.
- i. Smooth implementation of training and study sessions conducted by the Organization, JP-MIRAI Service, or JICA, and use of training and study sessions conducted by the Organization in the future for public relations.
- j. Research and studies on the living and working environment of

foreign workers in Japan conducted by the Organization, JP-MIRAI Services, and JICA; policy proposals based on such research; and reports to relevant organizations, etc.

- k. Promoting awareness, publicity, and specific activities concerning the necessity of improving the working and living conditions of foreign workers conducted by the Organization, JP-MIRAI Services, and JICA.
- l. Analysis of the member information acquired and improvement of the management method of the organization based on the analysis.
- m. Smooth implementation and improvement of the functions of the services provided by the Organization's web site.
- n. Projects incidental to each of the projects described in a. and m. above.
- o. Provision of information to the JP-MIRAI Service and JICA for the smooth implementation of the projects described in a. and n. above.

(2) The information collected in Paragraph 3.1 (3) will be used by the Organization, JP-MIRAI Services, or JICA to ensure the smooth implementation of the relevant workshops and other events, as well as to inform future events by the Organization, etc.

2. Consultee's information

(1) The information collected in Paragraph 2 (1) to (3) of Article 3 will be used for the following purposes, and shall be stored, used or analyzed within the scope of the activities of the project with the consent of the consultee. If the consultee is a minor, it is necessary to agree to each provision of this Privacy Policy after obtaining the consent of a legal representative such as a parent or guardian.

- a. Smooth implementation of the Consultation and Remedy Desk provided by the Association, and maintenance and improvement of the quality of consultations.
- b. Providing information to foreign nationals conducted by the Organization, JP-MIRAI Service, JICA and GTN.
- c. Survey conducted by the Organization, JP-MIRAI Service, and JICA to ascertain problems related to the working and living environment of foreign workers in Japan, and feedback to related organizations such as companies and support organizations based on the survey.
- d. Use for the study of the contents of the JP-MIRAI Portal for

consideration by the Organization, JP-MIRAI Service, JICA, and GTN, etc.

- e. Analysis of the consultation history of the consultee, user registration information on the JP-MIRAI Portal, and proposals and information on the use of various contents and services on the portal based on the analysis.
- f. Analysis of the consultees' consultation history and user registration information on the JP-MIRAI Portal, and proposal on the use of and provision of information on various contents and services on the Portal based on the analysis of the consultee's consultation history and user registration information on the JP-MIRAI Portal.
- g. Promotion of awareness, publicity, and specific activities concerning the necessity of improving the working and living conditions of foreign workers conducted by the Organization, JP-MIRAI Services, and JICA.
- h. Promotion of awareness, publicity, and specific activities related to the need to improve the working and living conditions of foreign workers carried out by the Organization, JP-MIRAI Services, and JICA.
- i. Projects incidental to each of the a. or h mentioned above.
- j. Provision of information to JP-MIRAI Service, JICA, and GTN for the smooth implementation of the projects described in a. or i. above.

(2) The information collected in Paragraph 2 (1) to (3) of Article 3 may be provided to the person corresponding to the case where the Organization deems it necessary to provide the support listed in (a) or (b) below with regard to the consultation of the consultee.

a. Accompanying support – Accompanying support cooperation partner

b. Alternative Dispute Resolution procedure - specialized ADR within the Tokyo Bar Association Dispute Resolution Center

(3) The information collected in Paragraph 3.2 (4) will be stored, used, analyzed, etc. only when necessary based on the consent of the applicant in order for the Organization, JP-MIRAI Service, or JICA to smoothly implement the relevant PR event, etc.

Article 5. Appropriate acquisition

The Organization will not acquire personal information by deception or other wrongful means.

If the persons related to the Organization are minors, it is necessary to consent to this Privacy Policy after obtaining the consent of a legal representative such as a parent or guardian.

Article 6. Provision of information to be handled

1. The Organization will provide JP-MIRAI Service, JICA and GTN with information obtained from the persons related to the Organization. The Organization will comply with the Act on the Protection of Personal Information and related laws and regulations when providing personal information.
2. In principle, the Organization will not provide any information obtained from the persons related to the Organization to any third party, except in the cases described in the preceding paragraph. However, the Organization may provide information from the consultee to a third party in exceptional cases where special provisions are specified in this Privacy Policy, where individual consent has been obtained from the consultee, or where it is possible to provide such information without the consent of the consultee under laws and regulations.
3. JP-MIRAI Service, JICA and GTN will use the information obtained from the persons related to the Organization only for the purposes described in Paragraph 4.1 (1) (a) or (n) and (2), as well as Paragraph 4.2 (1) (a) or (h), (2) and (3) of this Article.
4. The Organization, JP-MIRAI service, JICA and GTN may create statistical data that is processed so that no individual can be identified based on the personal information provided. Statistical data that cannot identify individuals may be used by the above organizations without any restrictions.

Article 7. Measures to ensure safety, etc.

1. The Organization will endeavor to prevent the leakage, loss or damage of personal information and to ensure the safety of personal information.
2. In the operation of the Consultation and Remedy Desk, the handling of personal data may be outsourced to an outside party. In such case, the outsourcing contractor shall comply with the relevant laws and regulations,

and the information to be handled shall be protected. The Organization will take necessary measures to prevent loss or damage and to properly manage the information that the Organization handles.

Article 8. Notification of leakage, etc.

In the event of any leakage, loss, or damage of the personal data, the Organization handles or any other situation related to ensuring the safety of the personal data arises as prescribed in the Rules of the Personal Information Protection Commission as having a high risk of harming the rights and interests of an individual, the Organization shall comply with the provisions of the Rules of the Personal Information Protection Commission. The consultee will be notified that the situation has occurred.

However, this shall not apply in cases where it is difficult to notify the person who consulted, and when necessary alternative measures are taken to protect the rights and interests of the person concerned.

Article 9. Ensuring the voluntary nature of provision and the results of the failure to provide such information

Whether or not to provide personal information to the Organization is depending on the will of the persons related to the Organization. However, such personal information is necessary for participation in the activities of the Organization nor the use of the business operated by the Organization, and if the person concerned does not provide it, the person may not be able to use some or all of the functions of the Consultation and Remedy Desk. Please note that the person must understand it.

Article 10. Complaint Handling

The Organization will endeavor to handle complaints regarding the handling of personal information appropriately and promptly.

Article 11. Notification, Disclosure, Correction, and Suspension of use of retained Personal Data

The consultee may request that the Organization must notify the consultee of the purpose of use of retained personal data (Article 16, Paragraph 4 of the Personal Information Protection Act), disclose the data or records of provision to third parties, correct, add or delete the contents of the data, and request

suspension of use or erasure. Please contact the Organization at the contact information listed in Article 13.

Article 12. Miscellaneous

This Privacy Policy shall be authentic in Japanese. With regard to this Privacy Policy, even if a translation in English or any other language is made for reference, only the original Japanese text shall have the effect as a privacy policy, and the translation in any other language shall have no effect.

The Organization may change this Privacy Policy from time to time. Any changes to this Privacy Policy will be posted on The Organization's homepage ([Home - Japan Mirai \(jp-mirai.org\)](https://jp-mirai.org)) and on the JP-MIRAI Portal ([JP-MIRAI Portal](#)). Please check carefully for the content after the change.

Article 13. Contact Information

Name: "Japan Platform for Migrant Workers towards Responsible and Inclusive Society" (JP-MIRAI)

Address: 101-0061 Tensho Office Suidobashi 605, 3-5-9 Kanda Misaki-cho, Chiyoda-ku, Tokyo

Contact us via Email: ask@jp-mirai.org

Personal Information Protection Officer: JP-MIRAI Secretariat